



**CITY OF SOUTH PASADENA  
LIBRARY BOARD OF TRUSTEES**

**MINUTES  
REGULAR MEETING  
THURSDAY, JANUARY 11, 2024, AT 7:00 P.M.**

**CALL TO ORDER:**

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Dean Serwin on Thursday, January 11, 2024, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

President	Dean Serwin
Vice President	Bianca Richards
Secretary	Annie Chang Long
Trustee	Kenneth Gross
Trustee	Edward Pearson

Sean Faye, Library Administrative Secretary, announced a quorum.

**CITY STAFF PRESENT:**

Cathy Billings, Library Director; Janet Braun, Council Liaison; Sean Faye, Library Administrative Secretary; were present at Roll Call. The Friends of the Library Board representative presented reports or responded to questions as indicated in the minutes.

**PUBLIC COMMENT**

**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

In Person Comments:

None.

**PRESENTATIONS**

**2. NEW STAFF INTRODUCTION – BRE TAYLOR**

This has been tabled to the 2/8/24 Library Board of Trustees meeting.

**ACTION/DISCUSSION****3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None.

**4. APPROVAL OF MINUTES OF DECEMBER 14, 2023 LIBRARY BOARD OF TRUSTEES MEETING****Recommendation**

It is recommended that the Board review and consider approval of the December 14, 2023, Meeting Minutes.

**COMMISSION ACTION AND MOTION**

A motion was made by Vice President Richards, seconded by President Serwin, and approved by roll call vote to approve Item No. 4 as presented by staff. The motion carried 5-0 by the following vote:

**AYES:** Gross, Long, Pearson, Richards, Serwin

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

**5. QUARTERLY BUDGET UPDATE****6. COMPREHENSIVE SITE PLANNING PROJECT****In Person Comments:**

Sally Kilby spoke about the necessity for the Community Services Department to be included in discussions about the comprehensive site planning project.

**7. VOLUNTEER RECOGNITION EVENT****8. LIBRARY BOARD OF TRUSTEES 2024 AGENDA FORECAST****9. LIBRARY OPERATIONS UPDATE****COMMUNICATIONS****10. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Serwin is very excited for the opportunity to devise a better and more robust way to honor all the Library volunteers in conjunction with the Friends.

**11. BOARD MEMBER COMMUNICATIONS**

Vice President Richards expressed appreciation for the creativity and stimulating ideas articulated during Board discussions. She noticed the Quiet Zone, Study Area, and Teen Room were very crowded today with younger people.

Trustee Pearson noted the Library Board of Trustees are the only City commission not to meet in Council Chambers. He shared a T.S. Eliot quote about libraries. He asked when the next Brown Act Training will take place.

Secretary Long thanked Library Director Billings for her flexibility and perspective in helping the Board accomplish their goals.

Trustee Gross complimented the Library event flyers.

## **12. COUNCIL LIAISON COMMUNICATIONS**

City Council Liaison Braun thanked the Board and the Library Director for the interesting discussions. She said South Pasadena is very community-oriented and the Library is where people come together.

## **13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS**

Friends Board President Ellen Torres said the Friends Bookstore committee held a get-together for their volunteers. The Friends Annual Meeting will be in the Community Room on 1/18/24, where they will vote on the 2024 Board officers, updated bylaws, and budget. Friends Bookkeeper Rose Baron has retired after 11 years and Ellen Torres will assume that role. The membership drive has raised \$27,041 in dues, with 238 members. The new campaign letter was recently mailed out and has already yielded \$1,733. The Friends Bookstore brought in \$7,500 at the Holiday Book Sale, \$5,000 from sales on eBay, and \$42,752 from Last Chance book sales, for a grand total of \$55,252, which is a record. The next Restoration Concert will be on 1/28/24. This will be Ellen's final Library Board of Trustees meeting as Friends Board President.

## **14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

Vice President Richards said she learned a lot from Ellen Torres in working with the Friends.

## **15. LIBRARY DIRECTOR COMMUNICATIONS**

Director Billings had her annual evaluation with the City Manager. Goals for the coming year include work on the site planning project, technology improvements, including RFID, ensuring department is making the best use of new productivity work management tools like Microsoft Teams, and exploring opportunities for improvements to file storage, scheduling software and a Microsoft wiki app. Other goals include developing new communication materials for the Library, such as a new brochure and welcome packet, and improving emergency preparedness for the Library and Library staff. Director Billings was also asked to take the lead on a City-wide Diversity, Equity, and Inclusion committee.

**PUBLIC COMMENT - CONTINUED**

## **16. CONTINUED PUBLIC COMMENT - GENERAL**

None.

## **ADJOURNMENT**

There being no further matters, President Serwin adjourned the meeting of the Library Board of Trustees at 8:45 P.M. to the next Regular Library Board of Trustees meeting scheduled for February 8, 2024.

Respectfully submitted:

DocuSigned by:

*Sean Faye*

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Sean Faye

Staff Liaison, Library Administrative Secretary

APPROVED:

DocuSigned by:



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President

ATTEST:

DocuSigned by:

*Sean Faye*

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Sean Faye

Staff Liaison, Library Administrative Secretary

*Approved at Commission Meeting: February 8, 2024*